

Biz Center Phone System – User Extension Instructions

Voicemail& Extension Settings

Both the username and the password are always numeric only (no characters or punctuation). Your username will always be your Extension Number. Your default password at commencement of service is also your Extension Number – **change this immediately, five or more digit passwords are better than short ones.**

UserName: [extension_#]
Password (default): [extension_#] (*change this, should be complex, numerical only. See instructions below.*)

*97 to check your personal voicemail from your phone

*98 is for checking someone else's voicemail from your phone

Internal Voicemail System access – Dial *97 (*98 if not at your own extension) from handset, then zero and listen for prompts

1. Unavailable message (Used when you do not answer)
2. Busy message (Used when on phone)
3. Name (Used for dial-by-name directory and playback to callers: "Jane Smith is unavailable...")
4. Temporary message (Will override #1; use when on vacation or out of office)
5. Change Voicemail password

External Voicemail System access – To dial in for voicemail from outside the phone system, either of two methods are available: Dial [619-401-4099](tel:619-401-4099)

1. **Enter BizCenter Password 1912**
2. **Enter your Extension Number**
3. **Enter your password**
4. **Press 0 for mailbox options**
5. **Record your voice mail message**
6. **Or Follow instructions to check your voicemail.**

Web Portal Access

To check voicemail on the web the website is

<http://voicemail.worryfreephone.com/>

This brings you to:

Then put in your extension number and password to login to your voicemail website

Your login credentials for the Voicemail & Recordings website portal are the same as for your dial-in voicemail portal.

By logging into the website, you gain access to control other features:

- Voicemails via email (setup email address)
- Set up mobile number (Optional)
- FindMe/FollowMe (Optional)
- You also have access here
- Call logs